

COMPUTER OPERATOR

A student who has completed the Job Corps Computer Operator program is equipped with the skills to contribute to the workplace as a valued employee from day one. Competence in academic and vocational skills is required for graduation. In addition, Job Corps students learn employability and technological skills. To complete his or her Computer Operator training, a student must master skills in these categories:

SAFETY

Utilize safety precautions when operating electronic equipment; have no food or drink in electronic equipment area.

TYPING SKILLS

Demonstrate ability to use keyboard and mouse (35 wpm).

SET UP HARDWARE

Inventory components and gather receipts and paperwork; identify and set up PC (monitor, keyboard, mouse, printer, CPU scanner and CD-ROM); correctly cable peripherals; power on and test all components.

LOAD AND CONFIGURE THE OPERATING SYSTEM

Demonstrate familiarity of Windows system; demonstrate ability of adding programs to the Windows system.

PROCESS DATA USING COMPUTER EQUIPMENT

Power up and down computer systems; obtain necessary documentation to perform jobs; install and configure programs; configure computers to access files of database and programs; create backup copies of installation disks; input data; perform shutdown, restart procedures; demonstrate ability to use operating system commands; log on and off a Local Area Network (LAN).

SYSTEM SUPPORT

Restore lost data using backup disks or tapes; keep inventory of backup disks or tapes; format disks/tapes.

SOFTWARE SKILLS

Demonstrate proficiency using word processing, database, spreadsheet, presentation package, disk utility, and virus software; demonstrate proficiency in converting files from one program to another; demonstrate proficiency in linking and imbedding objects.

COMMUNICATE EFFECTIVELY

Communicate using telephone; follow verbal and written directions; adjust computer terminology to audience; give oral and written directions.

PROVIDE TECHNICAL SUPPORT

Connect modem or printing equipment; identify and report system software/hardware problems; implement and maintain system security; run tests to troubleshoot hardware using utility software; clean printers and tape drives; load paper in printer; clear paper jams in printer; change ink jet toner cartridge in printer; demonstrate the use of anti-virus software; operate a fax machine.

LOCAL AREA NETWORK (LAN)

Demonstrate commands using operating system; run programs using Local Area Network; keep records of computer utilization using log books.

USING THE INTERNET

Select the Internet site; demonstrate ability to navigate through linked sites; demonstrate the ability to find information via a search engine; download and print information from the Internet.